

Total Workforce Management Services (TWMS) Quick User Guide

*Managing Training
Requirements*



*Periodic updates to the Training Requirements module may not be reflected in
this document.*

Training Requirements in TWMS

TWMS provides the functionality to assign and manage the required training for your personnel. Access to the Training Requirements Module is restricted to those whose request for the module have been approved.

The scope of your TWMS access will determine who you can assign training requirements for. For example, you will only be able to assign training requirements for personnel belonging to UIC(s) that you have access to.

TWMS also allows you to create new training requirements specific to your needs. For example, you will be able to create and assign a training requirement for civilian personnel having a specific occupational series.

As employees move into or out of your scope of access, TWMS can help you to automatically add or delete the training requirement for those employees. So, if a new civilian employee falls under the occupational series that has been designated for a particular training requirement then that employee will also have that requirement.

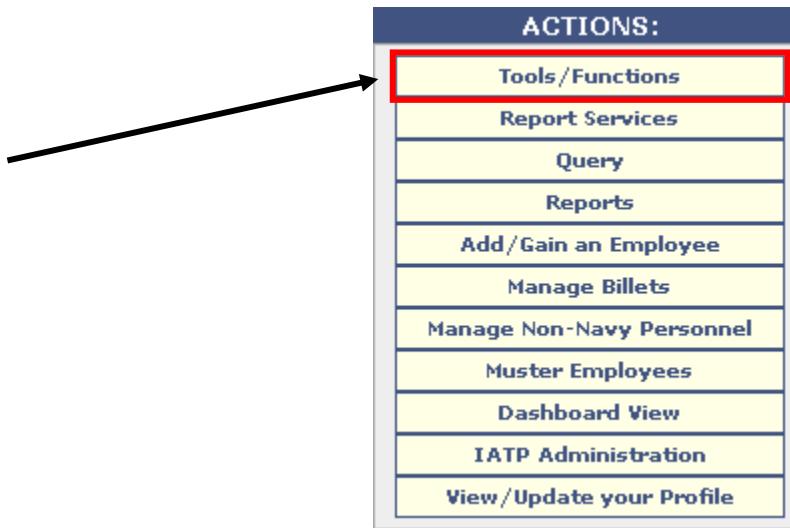
Security features will let you decide the scope of who will be able to see and assign to others the requirements you have created. Conversely, you will also be able to assign training requirements from an existing requirement that you can see which was created by someone else. Finally, TWMS allows you to generate an email notification about new training requirements and email reminders about upcoming training requirements.

Creating a Training Requirement

TWMS allows you to create a training requirement that can be assigned to employees within your scope of access. You can allow this requirement to be seen by other users so that they may also assign employees to the requirement within their scope of access.

To create a training requirement:

1. From the Home Page click on the **Tools/Function** button on the Actions Menu.



2. From the Tools & Functions form choose the **Manage Training Requirements** button.



Creating a Training Requirement

A new window opens displaying the Training Requirements form. This form contains two tabs. One tab is labeled “Search Requirement” and is the default view. It lists the training requirements (not the training courses) you are able to see that have already been created (either by you or by someone else who has allowed you viewing rights). The other tab is labeled “Create New Requirement” and is used to create a new training requirement.

3. Click the **Create New Requirement** link.

This form has two tabs.

Training Requirements

[Search Requirements](#) [Create New Requirement](#)

ID	Requirement	Fiscal Year	Status	Created	Created By
11	(CLC 012) COR OVERVIEW (HCAA) - FOR LEADERSHIP	2009	1-Jan-2009	30-Apr-2009	20-Apr-2009
160	2010 DOD INFORMATION ASSURANCE AWARENESS (CNIC) FY2010 IA Awareness Training Requirement for all CNIC personnel IT users		1-Oct-2009	31-Mar-2010	5-Nov-2009
75	ANNUAL DOD PRIVACY (PII) TRAINING Annual DOD Personally Identifiable Information (DOD PII) Privacy Act training in accordance with DON CIO Message: R 181905Z DEC 08		1-Jan-2009	31-Dec-2009	23-Jul-2009
68	Annual Security Brief Required once annually by all personnel who have access to classified information as outlined in SECNAV M-5510.30 June 2006.		1-Dec-2008	30-Nov-2009	14-Jul-2009
30	ATFP LEVEL I AWARENESS TRAINING FOR SERVICE MEMBERS (CONUS)		1-Nov-2007	31-Oct-2009	20-Apr-2009

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Creating a Training Requirement

A brief description of some of the items displayed on the “Create New Requirements” form is shown below.

Requirement Name - Enter the name of the requirement here. The requirement name is not necessarily the same as a title of a course that can satisfy this requirement.

Description - Useful information about the requirement can be entered here.

Completion Date Type - Several choices are available that determine when the requirement needs to be completed. For example, choosing “Fiscal Year” requires the year the requirement needs to be completed in. Other choices require different data to be entered.

Which other training personnel can see this requirement? - Choose who else, if anyone, will be able to see this requirement. The ability to see a training requirement also enables that

Create New Requirement

[Search Requirements](#) [Create New Requirement](#)

Requirement Name

Description

Completion Date Type

Year

Which other training personnel can see this requirement?

Audio/Video

This requirement will enable personnel to manage and troubleshoot the A/V requirements of their Command. Specific focus will be on Video Teleconferencing (VTC) tools and applications.

Fiscal Year

2010

UIC Wide

Create Requirement

Me Only

Me Only

UIC Wide

BSO Wide

Creating a Training Requirement

If you allow this new training requirement to be seen by other UIC(s) or BSO(s) then you must select them. Only those employees who are a member of and have access to the UIC(s)/BSO(s) you have selected will be able to view the requirement and also assign the requirement to others.

4. Click the **Select** button to choose the UIC(s) that will also be able to view this requirement.

Create New Requirement

Search Requirements Create New Requirement

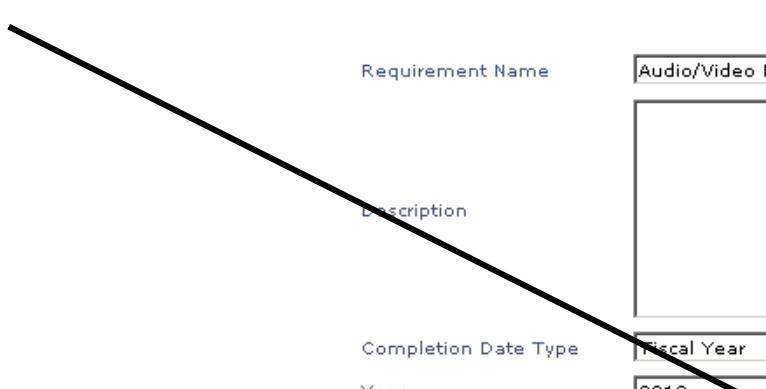
Requirement Name:

Description:

Completion Date Type:

Year:

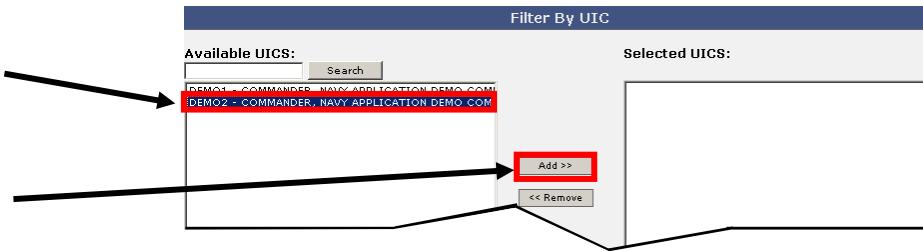
Which other training personnel can see this requirement?



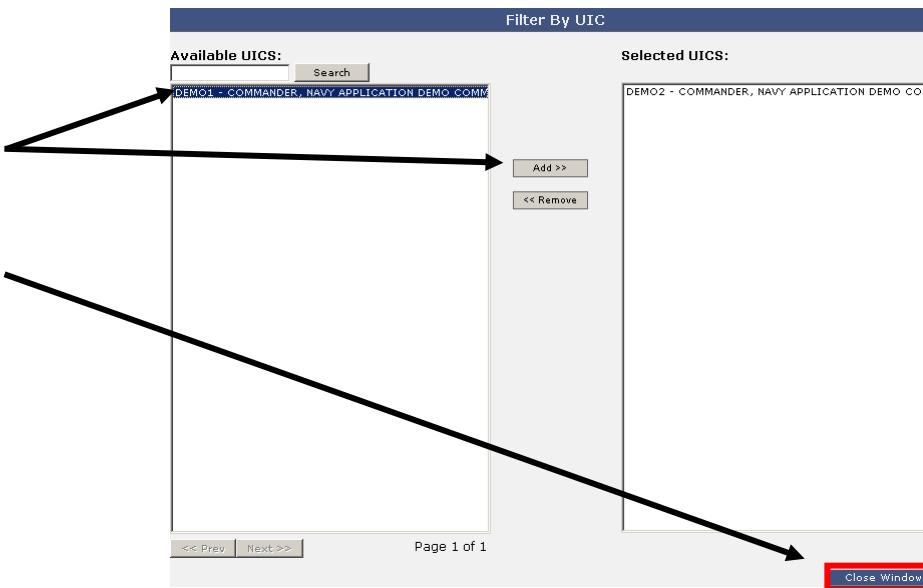
Creating a Training Requirement

All available UIC(s) within your scope of access will be displayed.

5. Search for the UIC you would like to add.



6. Click **Add** to move it to the list of selected UIC(s).



7. Repeat steps 5-6 to add other UIC(s).

8. Click the **Close Window** button.

Creating a Training Requirement

Only the creator of a training requirement can enter and change the information displayed here that is related to the requirement.

Create New Requirement

[Search Requirements](#) [Create New Requirement](#)

Requirement Name

Audio/Video

Description

This requirement will enable personnel to manage and troubleshoot the A/V requirements of their Command. Specific focus will be on Video Teleconferencing (VTC) tools and applications.

Completion Date Type

Fiscal Year

Year

2010

Which other training personnel can see this requirement?

UIC Wide

Select

Create Requirement

9. Click the **Create Requirement** button.



Creating a Training Requirement

After creating the new training requirement the Edit Requirement form is displayed. This form contains five additional tabs which will be used to view courses, assign people, and apply automation rules to this training requirement. The default view is the “Requirement Details” tab.

This form contains five additional tabs.

10. Click **Manage Course Titles** to view the courses that will satisfy this requirement.

The requirement name is displayed here.

Edit Requirement - Audio/Video Maintenance

Requirement # 74
Requirement Name Audio/Video Maintenance

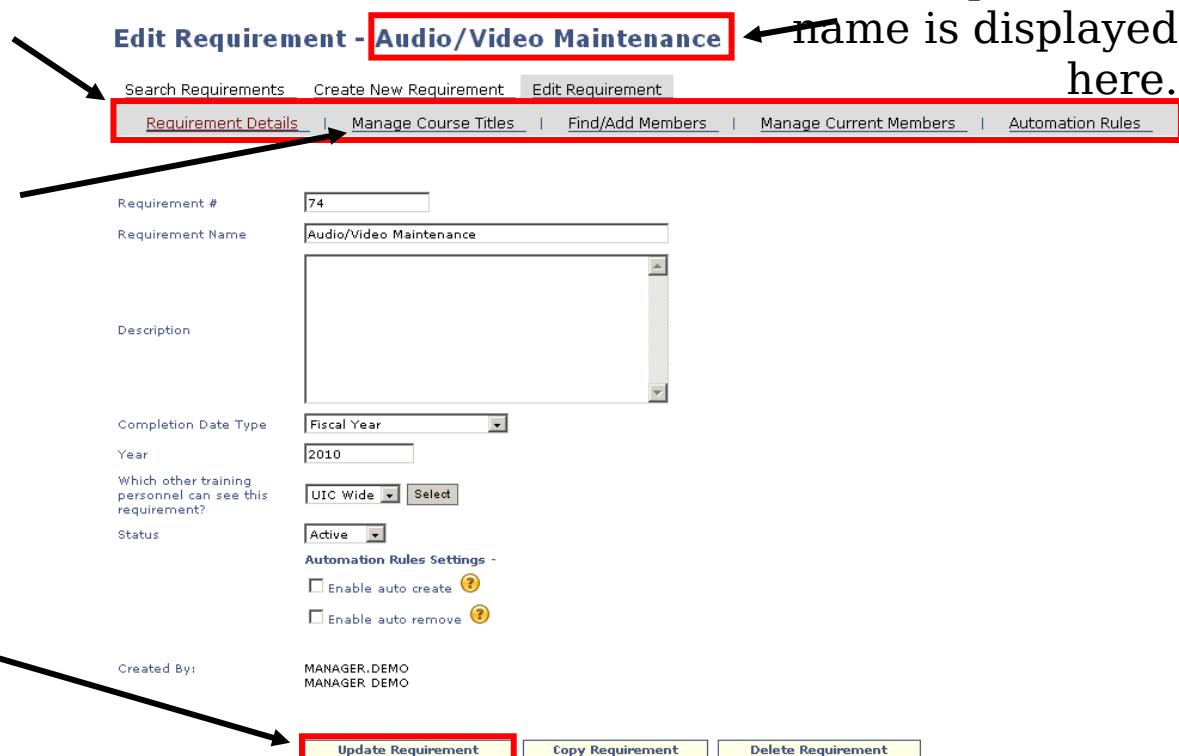
Description

Completion Date Type Fiscal Year
Year 2010
Which other training personnel can see this requirement?
Status Active

Automation Rules Settings -
 Enable auto create ?
 Enable auto remove ?

Created By: MANAGER, DEMO
MANAGER DEMO

Update Requirement Copy Requirement Delete Requirement



*Note: Since this is a requirement you created you are able to change any of the information shown in this tab. Click **Update Requirement** if you make any changes here.*

Creating a Training Requirement

The Manage Course Titles form now displays. Use this form to find the courses that will satisfy this training requirement.

11. Enter either the Course ID# or Course Title (or a part of it) and then click **Find**. Courses matching your criteria will display.

Note: The Course ID# is a number generated by TWMS and is not related to any other ID# attached to the course title displayed outside of TWMS.

12. Click the **Add** button next to a course name to add it to the list of courses that will satisfy this requirement.

Manage Course Titles - Audio/Video Maintenance

Search Requirements | Create New Requirement | Edit Requirement
Requirement Details | [Manage Course Titles](#) | Find/Add Members | Manage Current Members | Automation Rules

Find a Course

Course ID# Course Title (separate multiple terms with a semicolon)

A/V

Selected titles that satisfy the requirement

All << Remove Checked Courses

No records found



Manage Course Titles - Audio/Video Maintenance

Search Requirements | Create New Requirement | Edit Requirement
Requirement Details | [Manage Course Titles](#) | Find/Add Members | Manage Current Members | Automation Rules

Find a Course

Course ID# Course Title (separate multiple terms with a semicolon)

A/V

Selected titles that satisfy the requirement

All << Remove Checked Courses

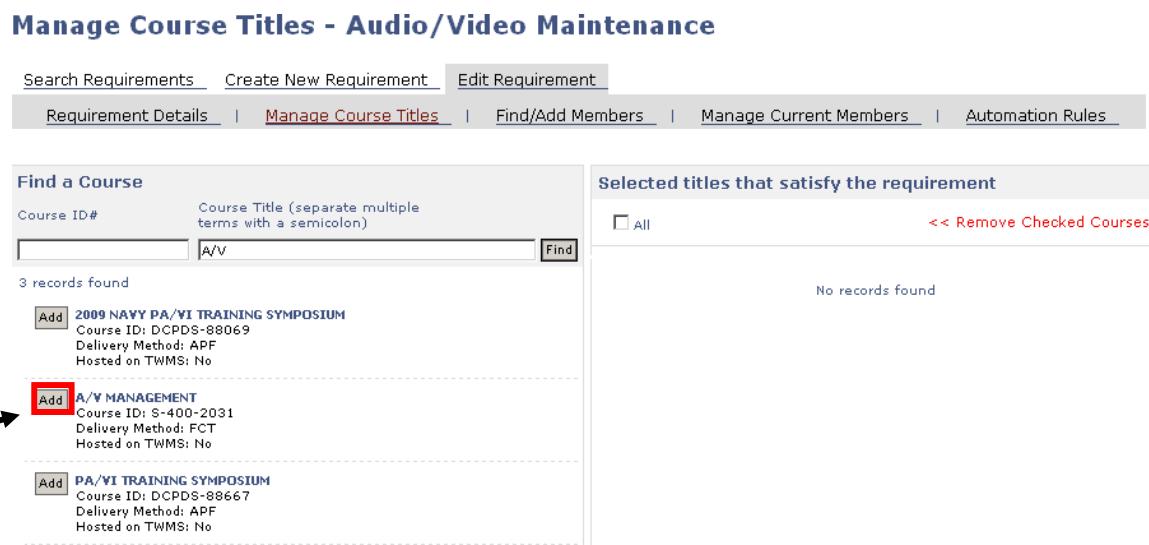
No records found

3 records found

2009 NAVY PA/VI TRAINING SYMPOSIUM
Course ID: DCPDS-88069
Delivery Method: APF
Hosted on TWMS: No

A/V MANAGEMENT
Course ID: S-400-2031
Delivery Method: FCT
Hosted on TWMS: No

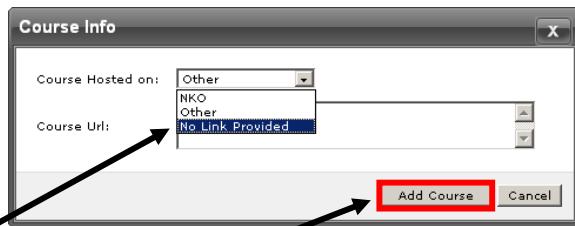
PA/VI TRAINING SYMPOSIUM
Course ID: DCPDS-88667
Delivery Method: APF
Hosted on TWMS: No



Creating a Training Requirement

If TWMS does not host the selected course then you can select if it is hosted on NKO or an “other” location and also provide a web link, if known. For each member who views this requirement, the link will then be displayed for them to begin the course.

13. If you know where the course is hosted then choose that option and also provide the course URL. If you don't know where the course is hosted then choose **No Link Provided**.



14. Click **Add Course**.



15. Click **Find/Add Members** to assign employees to this requirement.



If a course needs to be removed then check the box next to its title and then click the

<<Remove Checked Courses

The new course satisfying this requirement is now listed

Creating a Training Requirement

In the Find/Add Members form you can search for employees within your scope of access that you would like to assign to this training requirement. Results of your search will display only those employees that are not currently assigned.

Note: You can search for employees to assign to this requirement by entering any combination of their first name, last name, UIC, Org, Employee Type, etc. You can also sort the results of your search in different ways.

16. Enter Org code and then click the drop down arrow under the “Emp Type” field and then click **Filter By Type**.

Find/Add Members - Audio/Video Maintenance

Search Requirements Create New Requirement Edit Requirement
Requirement Details | Manage Course Titles | [Find/Add Members](#) | Manage Current Members | Automation Rules

1. Find members (results only show members in your scope who have no record for this requirement)

First Name	Last Name	UIC	Org	Emp Type	Sup Lvl
<input type="text"/>	<input type="text"/>	Official <input type="button" value="--View All--"/>	Select <input type="button" value="Select"/>	N6 <input type="button" value="--View All--"/>	<input type="button" value="--ALL--"/>
Series	Design	Rate	Bus	BSO	SMC
					Sort By <input type="button" value="Last Name"/>

2. Set requirement options and add members

Required: Yes Reason not required: n/a Send email Note to Member(s) Reply email: MANAGER.DEMO@NAV

<< Previous Page 0 of 0 Next >> Add all members in search results >>

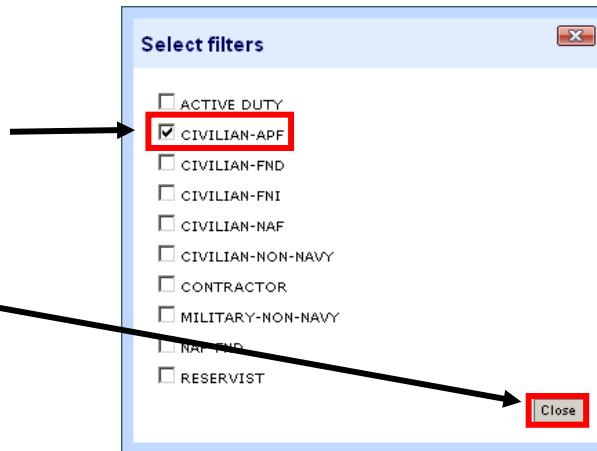
Name	UIC	Assigned UIC	Org Code	Assigned Org	Type

17. Click the **Select** button.

Creating a Training Requirement

All available Employee Types will be displayed in a new window.

18. Select the employee type(s) you would like to include in your employee search by clicking the associated checkbox.



19. Click **Close**.

20. Click the **Search** button.

The screenshot shows the 'Find/Add Members - Audio/Video Maintenance' page. It features a search interface with fields for First Name, Last Name, UIC, Org, Emp Type, Sup Lvl, Series, Desig, Rate, Bus, BSO, SMC, Sort By (set to Last Name), and a 'Search' button. A red box highlights the 'Search' button. Another red box highlights the 'Last Name' dropdown in the 'Sort By' section. A large black arrow points from the text in step 20 to the 'Search' button.

Find/Add Members - Audio/Video Maintenance

Search Requirements | Create New Requirement | Edit Requirement

Requirement Details | Manage Course Titles | Find/Add Members | Manage Current Members | Automation Rules

1. Find members (results only show members in your scope who have no record for this requirement)

First Name	Last Name	UIC	Org	Emp Type	Sup Lvl
Series	Desig	Rate	Bus	BSO	SMC
Sort By					
Last Name					

2. Set requirement options and add members

Required: Yes | Reason not required: n/a | Send Email Note to Member(s) | Reply email: MANAGER.DEMO@NAV

<< Previous | Page 0 of 0 | Next >> | Add all members in search results >>

Name	UIC	Assigned UIC	Org Code	Assigned Org	Type
------	-----	--------------	----------	--------------	------

Creating a Training Requirement

You can now set any requirement options for each member of your search results. For example, the option to send a notification email to each member of this training requirement is determined here. Verify that the available options are correct for the members you want to assign this requirement to.

Requirement options are set here.

21. Select the checkbox to notify the member(s) by email of their new training requirement. Members must have their email address populated in their TWMS record.

Find/Add Members - Audio/Video Maintenance

Search Requirements Create New Requirement Edit Requirement

Requirement Details | Manage Course Titles | Find/Add Members | Manage Current Members | Automation Rules

1. Find members (results only show members in your scope who have no record for this requirement)

First Name	Last Name	UIC	Org	Emp Type	Sup Lvl
Official	--View All--	Select	N6	Filter by Type	Select
Series	Design	Rate	BSO	SMC	Sort By
				Last Name	Search

2. Set requirement options and add members

Required: Yes Reason not required: n/a Send Email Note to Member(s) Reply email: MANAGER.DEMO@NAV

<< Previous Page 1 of 1 Next >>

(3) records found.

Name	UIC	Assigned UIC	Org Code	Assigned Org	Type
GERMANICUS, GAIUS	DEMO1	DEMO1	N6DV	N64	CIVILIAN-APF
MOHAMMAD, ZAHIRUDDIN	DEMO1	DEMO1	N6	N6	CIVILIAN-APF
VESPASIAN, TITUS	DEMO1	DEMO1	n6	N61	CIVILIAN-APF

Add all members in search results >>

Add **Add** **Add**

Only Civilian-APF employees in Org Code N6 are listed as a result of your search criteria.

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Creating a Training Requirement

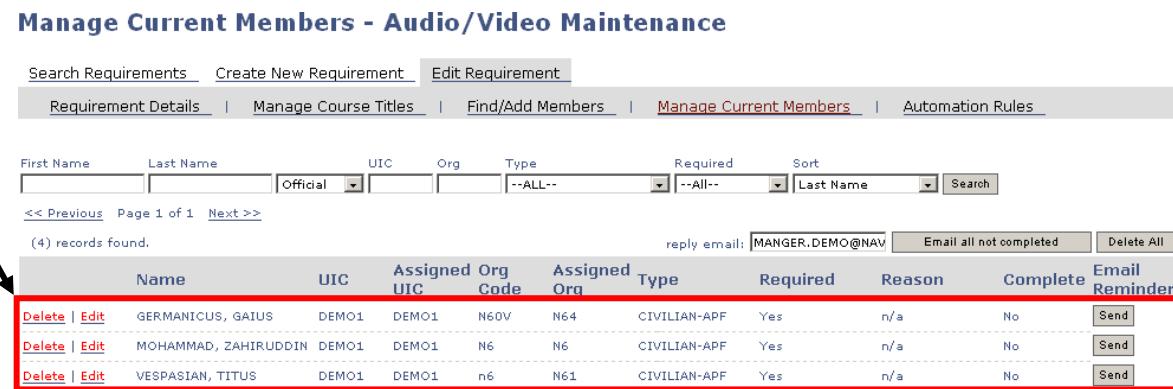
All employees in your scope who have already been assigned to this requirement will be displayed on the Manage Current Members form. There are currently three employees assigned to this requirement.

23. If all members were selected then click **OK**.



24. Click **Manage Current Members** to view the members just assigned to this requirement.

Note: Here you can delete this requirement for all members or for an individual member. You can also edit the requirement for an individual member. For those who have not completed the requirement, a reminder email can be sent to them.



Name	UIC	Assigned UIC	Org Code	Assigned Org	Type	Required	Reason	Complete	Email Reminder
GERMANICUS, GAIUS	DEMO1	DEMO1	N60V	N64	CIVILIAN-APF	Yes	n/a	No	<input type="button" value="Send"/>
MOHAMMAD, ZAHIRUDDIN	DEMO1	DEMO1	N6	N6	CIVILIAN-APF	Yes	n/a	No	<input type="button" value="Send"/>
VESPASIAN, TITUS	DEMO1	DEMO1	n6	N61	CIVILIAN-APF	Yes	n/a	No	<input type="button" value="Send"/> n/a

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Creating a Training Requirement

For each requirement, automation rules can be defined that will add or delete the training requirement as members meet or no longer meet the criteria of the defined rules.

- Click **Automation Rules** to define how the requirement will be managed as employees move into and out of the organization.

A rule organization defined that will add this training requirement if employees match the Org Code, N6. If an employee moves out of this Org Code then this training requirement will be deleted.

- Click the drop down arrow to select **ORG CODE**.
- Enter the Org Code.
- Click **Add Filter**.

Automation Rules - Audio/Video Maintenance

Search Requirements | Create New Requirement | Edit Requirement
Requirement Details | Manage Course Titles | Find/Add Members | Manage Current Members | Automation Rules

Add New:

UIC	Is equal to		Add Filter
UIC			
ORG CODE			
Employee Type			
Supervisor Level			
Series			
Designator			
Rate			
Bus Code			

▼ Include/Exclude

Value
No records found.

Page 1 of 0 (0 items)

Automation Rules - Audio/Video Maintenance

Search Requirements | Create New Requirement | Edit Requirement
Requirement Details | Manage Course Titles | Find/Add Members | Manage Current Members | Automation Rules

Add New:

ORG CODE	Is equal to	N6	Add Filter

Current Rules:

Filter Type	Include/Exclude	Value
		No records found.

Page 1 of 0 (0 items)

Creating a Training Requirement

Many automation rules can be defined for one training requirement. Only the user who created the requirement will be able to delete the automation rules. If the creator is no longer assigned to the Command, please contact TWMSSAdministrator@navy.mil to add their replacement.

The new rule will be listed here.

Another rule will be defined that will add this training requirement if an employee is a Civilian-APF. If an employee is no longer a Civilian-APF then this training requirement will be deleted.

29. Click the drop down arrow to select **Employee Type**.

Automation Rules - Audio/Video Maintenance

Search Requirements | Create New Requirement | Edit Requirement
Requirement Details | Manage Course Titles | Find/Add Members | Manage Current Members | Automation Rules

Add New:

ORG CODE	Is equal to		Add Filter
----------	-------------	--	------------

Current Rules:

Filter Type	Include/Exclude	Value	Delete
ORG	Is equal to	N6	Delete
1			

Page 1 of 1 (1 items)

Automation Rules - Audio/Video Maintenance

Search Requirements | Create New Requirement | Edit Requirement
Requirement Details | Manage Course Titles | Find/Add Members | Manage Current Members | Automation Rules

Add New:

ORG CODE	Is equal to		Add Filter
----------	-------------	--	------------

UIC
ORG CODE
Employee Type
Supervisor Level
Series
Designator
Rate
Bus Code

▼ Include/Exclude
Is equal to
Value
N6
Delete
Page 1 of 1 (1 items)

Creating a Training Requirement

All rules for this training requirement will be displayed as they are added.

30. Click the drop down arrow to select **Civilian-APP**.

Automation Rules - Audio/Video Maintenance

Search Requirements Create New Requirement Edit Requirement

Requirement Details | Manage Course Titles | Find/Add Members | Manage Current Members | Automation Rules

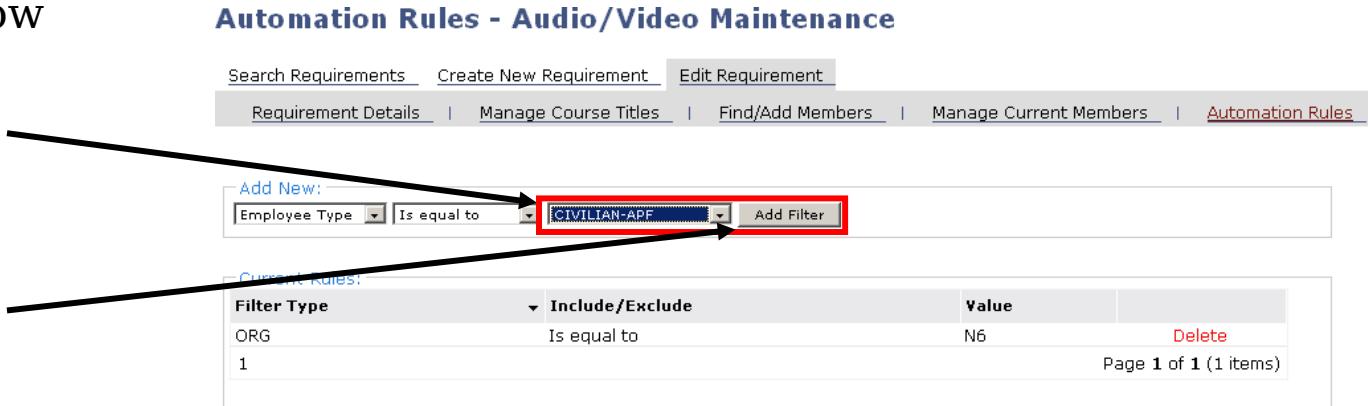
Add New:

Employee Type Is equal to CIVILIAN-APP Add Filter

Current Rules:

Filter Type	Include/Exclude	Value	Action
ORG	Is equal to	N6	Delete
1			

Page 1 of 1 (1 items)



31. Click **Add Filter**.

Automation Rules - Audio/Video Maintenance

Search Requirements Create New Requirement Edit Requirement

Requirement Details | Manage Course Titles | Find/Add Members | Manage Current Members | Automation Rules

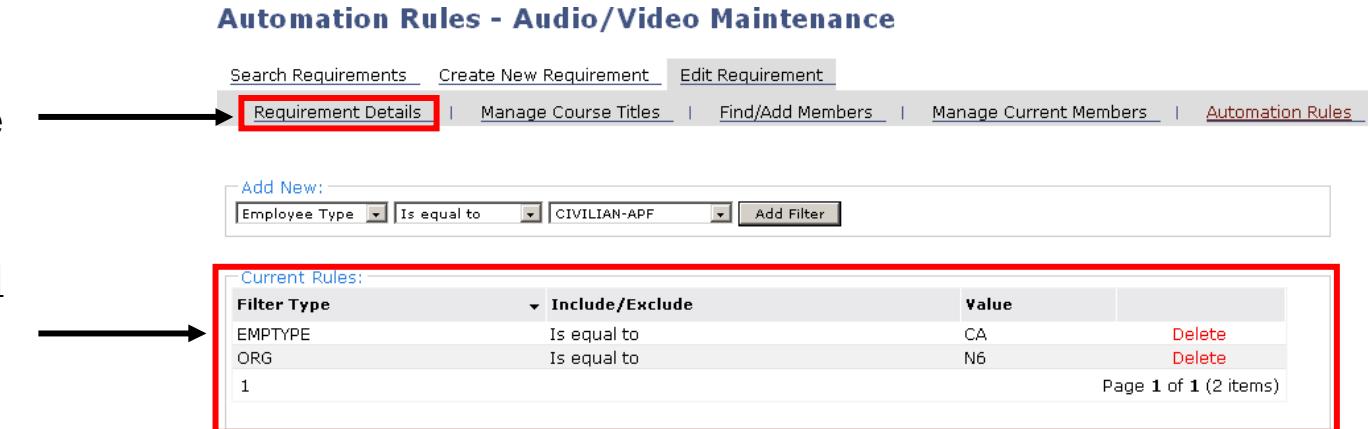
Add New:

Employee Type Is equal to CIVILIAN-APP Add Filter

Current Rules:

Filter Type	Include/Exclude	Value	Action
EMPTYTYPE	Is equal to	CA	Delete
ORG	Is equal to	N6	Delete
1			

Page 1 of 1 (2 items)



32. Click **Requirement Details** to activate these rules.

The second rule will be listed here along with the one already defined.

Creating a Training Requirement

After creating the automation rules for this requirement then they must be activated to take effect.

33. Select the **Enable auto create** checkbox to add members who, on a nightly basis, now satisfy the automation rules.

34. Select the **Enable auto remove** checkbox to remove members who, on a nightly basis, now don't satisfy the automation rules.

35. Click **Update Requirement**.

Edit Requirement - Audio/Video Maintenance

Search Requirements | Create New Requirement | Edit Requirement
Requirement Details | Manage Course Titles | Find/Add Members | Manage Current Members | Automation Rules

Requirement #	74
Requirement Name	Audio/Video Maintenance
Description	This requirement will enable personnel to manage and troubleshoot the A/V requirements of their Command. Specific focus will be on Video Teleconferenc
Completion Date Type	Fiscal Year
Year	2010
Which other training personnel can see this requirement?	UIC Wide Select
Status	Active
Automation Rules Settings -	
<input checked="" type="checkbox"/> Enable auto create ?	
<input checked="" type="checkbox"/> Enable auto remove ?	
Created By:	MANAGER.DEMO MANAGER DEMO
Update Requirement Copy Requirement Delete Requirement	

Auto Create
If enabled, a nightly process will evaluate the automation rules defined for this requirement and automatically add members who do not have the requirement but should based on the automation rules.

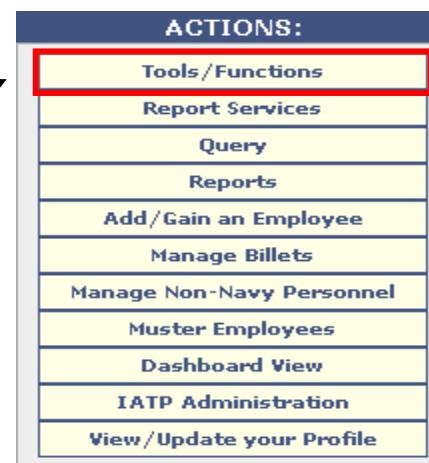
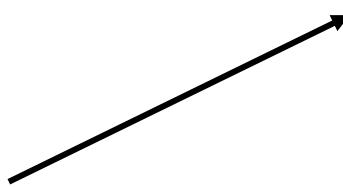
Auto Delete
If enabled, a nightly process will evaluate the automation rules defined for this requirement and automatically remove members who have the requirement but should not based on the automation rules.

Assigning Training From an Existing Requirement

TWMS allows you to assign a training requirement for others using an existing requirement that you did not create.

To assign to others a training requirement that already exists (but that you did not create):

1. From the Home Page click on the **Tools/Function** button on the Actions Menu.



2. From the Tools & Functions form choose the **Manage Training Requirements** button.



MANAGE TRAINING REQUIREMENTS

Assigning Training From an Existing Requirement

A new window opens displaying the Training Requirements form. This form contains two tabs. One tab is labeled “Search Requirement” and is the default view. It lists the training requirements (not the training courses) you are able to view that have already been created (either by you or by someone else who has allowed you viewing rights). The other tab is labeled “Create New Requirement” and is used to create a new training requirement.

3. You can search for the requirement by entering one or more words of the title, the fiscal year that the requirement is due, and/or the status of the requirement. Click **Search** after making any entries. You can also scroll through the pages listing all the requirements or sort the listing differently. Default sort is by requirement name.

This form has two tabs.

Training Requirements

Search Requirements		Create New Requirement				
Requirement	Fiscal Year	Status				
Diversity	2009	Active				
Search						
<< Previous Page 1 of 1 Next >>						
Sort by: Name						
(3) records found.						
ID	Requirement/Description	FY	Start Date	End Date	Created	Created By
26	DIVERSITY ALL-HANDS TRAINING	2009	1-Nov-2007	31-Oct-2009	20-Apr-2009	MANAGER.DEMO
Diversity Awareness						
84 To remain fully compliant, employees must complete the training within the prescribed, recurring, time period of once every 365 days.						
143 Diversity for all hands						
1-Oct-2009 25-Nov-2009 16-Oct-2009 THOMAS.MCGARRY						

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4. Once you have located the requirement then click anywhere within its row to

Assigning Training From an Existing Requirement

After selecting a requirement the Edit Requirement form is displayed. This form contains five additional tabs which will be used to view courses that will satisfy the requirement, assign people to the requirement, and view the automation rules of the requirement.

This form contains five additional tabs.

5. Click **Manage Course Titles** to view the courses that will satisfy this requirement.

Note: Unless you previously created this requirement you will not be able to change any of the information shown in this tab. Notice the dimmed buttons which disable any updates to the Requirement Details form.

The name of the selected requirement is now displayed here.

Edit Requirement - DIVERSITY ALL-HANDS TRAINING

Requirement Details

Search Requirements Create New Requirement Edit Requirement

Requirement # 26
Requirement Name DIVERSITY ALL-HANDS TRAINING

Description

Completion Date Type Custom Date Range
Start Date 11/01/2007
End Date 10/31/2009

Which other training personnel can see this requirement? BSO Wide

Status Active

Automation Rules Settings -
 Enable auto create ?
 Enable auto remove ?

Created By: MANAGER.DEMO
MANAGER DEMO

Note! Only the creator of this requirement can make changes

Update Requirement Copy Requirement Delete Requirement

Assigning Training From an Existing Requirement

The Manage Course Titles form now displays. All listed courses are those that will satisfy the training requirement. There is nothing you need to do here.

Completion of any one of these three courses listed here will satisfy this training requirement.

Note: Only the creator of this requirement is able to add and/or delete courses.

6. Click **Manage Current Members** to view employees within your scope who have already been assigned to this requirement.

Manage Course Titles - DIVERSITY ALL-HANDS TRAINING

Search Requirements Create New Requirement Edit Requirement

Requirement Details | [Manage Course Titles](#) | Find/Add Members | **Manage Current Members** | Automation Rules

Selected titles that satisfy the requirement

All

- DIVERSITY ALL-HANDS TRAINING
Course ID: CPPD-GMT07-001
Delivery Method: WEB
Host: No Link Provided
Url:
- DIVERSITY AWARENESS TRNG
Course ID: DMGT-2101
Delivery Method: CLS
Host: No Link Provided
Url:
- DIVERSITY: WHAT EMPLOYEES SHOULD KNOW
Course ID: 47009
Delivery Method: WEB
Host: No Link Provided
Url:

Assigning Training From an Existing Requirement

All employees in your scope who have already been assigned to this requirement will be displayed on the Manage Current Members form. There are currently three employees assigned to this requirement.

7. Click **Find/Add Members** to assign other employees to this requirement.

Note: You can search for currently assigned members by entering their first name, last name, UIC, Org, Employee Type, etc. You can also scroll through the pages listing all the members or sort the members differently. Default sort is by last name.

Manage Current Members - DIVERSITY ALL-HANDS TRAINING

Search Requirements Create New Requirement Edit Requirement
Requirement Details | Manage Course Titles **Find/Add Members** Manage Current Members | Automation Rules

First Name	Last Name	UIC	Org	Type	Required	Sort
<input type="text"/>	<input type="text"/>	Official <input type="button" value="▼"/>	<input type="text"/>	-ALL-	<input type="button" value="▼"/>	<input type="button" value="▼"/>

<< Previous Page 1 of 1 Next >>

(3) records found.

Name	UIC	Assigned UIC	Org Code	Assigned Org	Type	Required	Reason	Complete	Email Reminder
BRUCE, JAMES	DEMO1	DEMO1	N41	N41	ACTIVE DUTY	Yes	n/a	No	<input type="button" value="Send"/>
EMELIANENKO, FEDOR	DEMO1	DEMO1	N4	N4	ACTIVE DUTY	Yes	n/a	No	<input type="button" value="Send"/>
MERRIK, JOSEPH	DEMO1	DEMO1	N41	N41	CIVILIAN-APF	Yes	n/a	No	<input type="button" value="Send"/>

reply email: MICHAEL.C.WOLFE@

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Assigning Training From an Existing Requirement

In the Find/Add Members form you can search for employees within your scope of access. Results of your search will display only those employees that are not currently assigned to this training requirement.

Note: You can search for employees to assign to this requirement by entering any combination of their first name, last name, UIC, Org, Employee Type, etc. You can also sort the results of your search in different ways.

Default sort is by last name.

8. Click **Search** after you have entered your search criteria.

Find/Add Members - DIVERSITY ALL-HANDS TRAINING

Search Requirements Create New Requirement Edit Requirement

Requirement Details | Manage Course Titles | **Find/Add Members** | Manage Current Members | Automation Rules

1. Find members (results only show members in your scope who have no record for this requirement)

First Name	Last Name	UIC	Org	Emp Type	Sup Lvl
<input type="text"/>	<input type="text"/>	Official <input type="button" value="--View All--"/>	Select <input type="button" value="N1"/>	<input type="button" value="--View All--"/>	<input type="button" value="Select"/>
Series	Design	Rate	Bus	BSO	SMC
Sort By <input type="button" value="Last Name"/> <input type="button" value="Search"/>					

2. Set requirement options and add members

Required: Yes Send Email Note to Member(s) Reply email: MANAGER.DEMO@NAV

<< Previous Page 0 of 0 Next >> Add all members in search results >>

Name	UIC	Assigned UIC	Org Code	Assigned Org	Type

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Assigning Training From an Existing Requirement

You can now set any requirement options for each member of your search results. The default option is that this training is required, however, there could be circumstances where a requirement is assigned to a member but they are not required to fulfill it. Verify that the available options are correct for the members you want to add for this requirement.

Requirement options are set here.

9. You can add individual members by clicking the **Add** link next to their name or if all members in the resulting search are required to take this training then click the **Add all members in search results** link.

Find/Add Members - DIVERSITY ALL-HANDS TRAINING

Search Requirements Create New Requirement Edit Requirement

Requirement Details | Manage Course Titles | Find/Add Members | Manage Current Members | Automation Rules

1. Find members (results only show members in your scope who have no record for this requirement)

First Name	Last Name	UIC	Org	Emp Type	Sup Lvl
Series	Design	Rate	Bus	BSO	SMC

Sort By Last Name Search

2. Set requirement options and add members

Required: Yes Reason not required: n/a Send Email Note to Member(s) Reply email: MANAGER.DEMO@NAV

<< Previous Page 1 of 1 Next >> (4) records found.

Name	UIC	Assigned UIC	Org Code	Assigned Org	Type
GUEVARA, ERNESTO	DEMO1	DEMO1	N1	N1	ACTIVE DUTY
SOZE, KEYSER	DEMO1	DEMO1	N1	N12	ACTIVE DUTY
SWIFT, ROB	DEMO1	DEMO1	N12	N12	ACTIVE DUTY
SYRACUSE, ARCHIMEDES	DEMO1	DEMO1	N13	N13	CONTRACTOR

Add all members in search results >>

Microsoft Internet Explorer
Create a training requirement record for all members in the result set?
OK Cancel

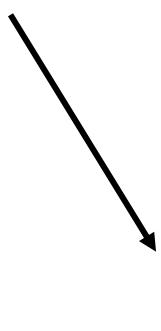
10. If all members were selected then click OK

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Assigning Training From an Existing Requirement

Returning to the Manage Current Members form now displays the four members that were just assigned to this training requirement in addition to the three members already assigned.

All members are displayed here.



Manage Current Members - DIVERSITY ALL-HANDS TRAINING

Search Requirements Create New Requirement Edit Requirement

Requirement Details | Manage Course Titles | Find/Add Members | **Manage Current Members** | Automation Rules

First Name	Last Name	UIC	Org	Type	Required	Sort	Last Name	Search
		Official		--ALL--	--All--	--All--		

<< Previous Page 1 of 1 Next >>

(8) records found.

reply email: MICHAEL.C.WOLFE@ Email all not completed Delete All

Name	UIC	Assigned UIC	Org Code	Assigned Org	Type	Required	Reason	Complete	Email Reminder
BRUCE, JAMES	DEMO1	DEMO1	N41	N41	ACTIVE DUTY	Yes	n/a	No	<input type="button" value="Send"/>
EMELIANENKO, FEDOR	DEMO1	DEMO1	N4	N4	ACTIVE DUTY	Yes	n/a	No	<input type="button" value="Send"/>
GUEVARA, ERNESTO	DEMO1	DEMO1	N1	N1	ACTIVE DUTY	Yes	n/a	No	<input type="button" value="Send"/>
MERRIK, JOSEPH	DEMO1	DEMO1	N41	N41	CIVILIAN-APF	Yes	n/a	No	<input type="button" value="Send"/>
SOZE, KEYSER	DEMO1	DEMO1	N1	N12	ACTIVE DUTY	Yes	n/a	No	<input type="button" value="Send"/>
SWIFT, ROB	DEMO1	DEMO1	N12	N12	ACTIVE DUTY	Yes	n/a	No	<input type="button" value="Send"/>
SYRACUSE, ARCHIMEDES	DEMO1	DEMO1	N13	N13	CONTRACTOR	Yes	n/a	No	<input type="button" value="Send"/>

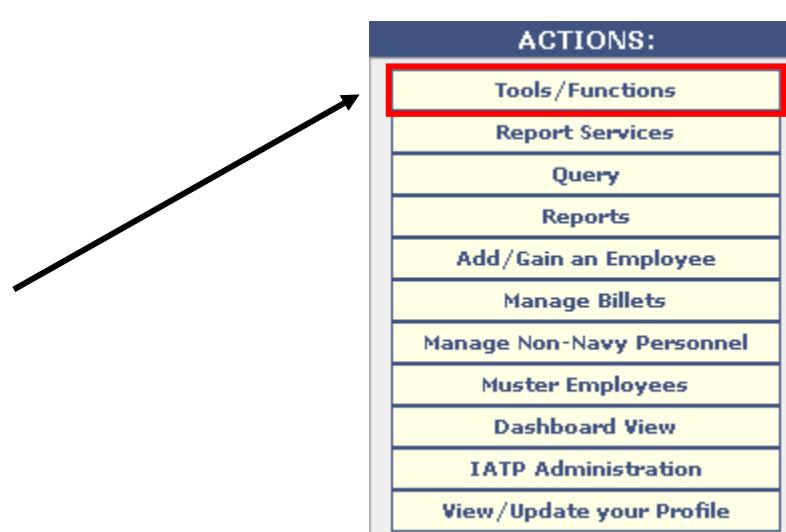
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Editing Training Requirements

TWMS allows you to edit a training requirement that you have already created. For example, you can change the dates of the requirement, add or delete course that will satisfy the requirement, or reset the automation rules of the requirement.

To edit a training requirement that you created:

1. From the Home Page click on the **Tools/Function** button on the Actions Menu.



2. From the Tools & Functions form choose the **Training Requirements** button.



Editing Training Requirements

A new window opens displaying the Training Requirements form. This form contains two tabs. One tab is labeled “Search Requirement” and is the default view. It lists the training requirements (not the training courses) you are able to view that have already been created (either by you or by someone else who has allowed you viewing rights). The other tab is labeled “Create New Requirement” and is used to create a new training requirement.

3. You can search for the requirement by entering one or more words of the title, the fiscal year that the requirement is due, and/or the status of the requirement. Click **Search** after making any entries. You can also scroll through the pages listing all the requirements or sort the listing differently. Default sort is by requirement name.

This form has two tabs.

Training Requirements

Search Requirements Create New Requirement

Requirement Fiscal Year Status

Diversity Active Search

<< Previous Page 1 of 1 Next >>

Sort by: Name

(3) records found.

ID	Requirement/Description	FY	Start Date	End Date	Created	Created By
26	DIVERSITY ALL-HANDS TRAINING	2009	1-Nov-2007	31-Oct-2009	20-Apr-2009	MANAGER.DEMO
84	Diversity Awareness				17-Aug-2009	DANIEL.DEIGHAN
143	Diversity for all hands		1-Oct-2009	25-Nov-2009	16-Oct-2009	THOMAS.MCGARRY

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4. Once you have located the requirement then click anywhere within its row to

Editing Training Requirements

After selecting a requirement the Edit Requirement form is displayed. This form contains five additional tabs which will be used to view/manage courses, assign employees, and view/manage the automation rules of this training requirement. The default view is the “Requirement Details” tab.

This form contains five additional tabs.

The “Requirement Details” tab of the selected requirement is now displayed here.

Edit Requirement - DIVERSITY ALL-HANDS TRAINING

Search Requirements | Create New Requirement | Edit Requirement

Requirement Details | Manage Course Titles | Find/Add Members | Manage Current Members | Automation Rules

Requirement #	26
Requirement Name	DIVERSITY ALL-HANDS TRAINING
Description	<div style="border: 1px solid black; height: 100px; width: 100%;"></div>
Completion Date Type	Custom Date Range
Start Date	11/01/2007
End Date	10/31/2009
Which other training personnel can see this requirement?	BSO Wide
Status	Active
Automation Rules Settings -	
<input type="checkbox"/> Enable auto create ?	
<input type="checkbox"/> Enable auto remove ?	
Created By:	MANAGER, DEMO MANAGER DEMO
Update Requirement Copy Requirement Delete Requirement	

Note: Since this is a requirement you created you are able to change any of the information shown in this tab.

Editing Training Requirements

Because you created this training requirement you are able to change any of its details. These changes will be reflected for anyone who you allow to view the requirement as well as for those members who have been selected to complete it.

5. After making any changes to the details of this requirement, click the **Update Requirement** button.

Note: You also can copy this requirement if the details are similar to a new one. The Requirement Name and completion date, for example, may be the only changes that are required. You can also delete this requirement.

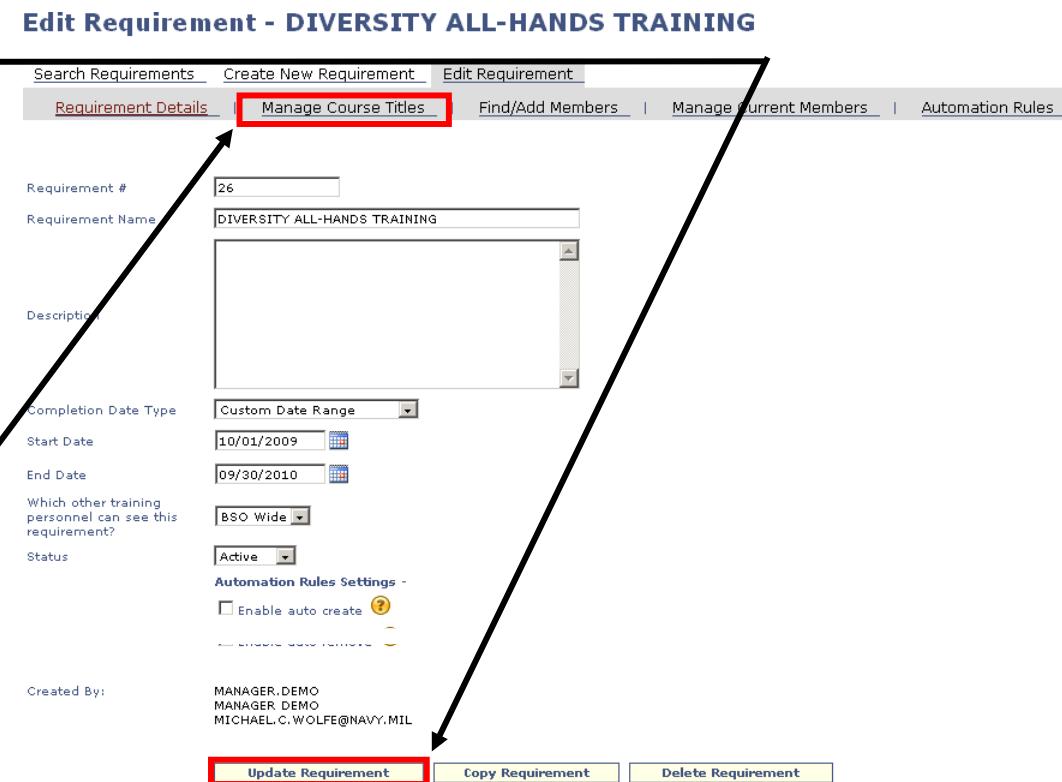
6. Click **Manage Course Titles** to view and/or manage the courses that will satisfy this requirement.

Edit Requirement - DIVERSITY ALL-HANDS TRAINING

Search Requirements | Create New Requirement | Edit Requirement | **Requirement Details** | **Manage Course Titles** | Find/Add Members | Manage Current Members | Automation Rules

Requirement #: 26
Requirement Name: DIVERSITY ALL-HANDS TRAINING
Description:
Completion Date Type: Custom Date Range
Start Date: 10/01/2009
End Date: 09/30/2010
Which other training personnel can see this requirement? BSO Wide
Status: Active
Automation Rules Settings:
 Enable auto create
Created By:
MANAGER, DEMO
MANAGER DEMO
MICHAEL.C.WOLFE@NAVY.MIL

Update Requirement | **Copy Requirement** | **Delete Requirement**



Editing Training Requirements

The Manage Course Titles form now displays. Courses listed on the right are the current courses that will satisfy the training requirement.

7. If other courses will satisfy this requirement then enter either the Course ID# or Course Title (or a part of it) and then click **Find**. Courses matching your criteria will display.

Manage Course Titles - DIVERSITY ALL-HANDS TRAINING

Search Requirements Create New Requirement Edit Requirement

Requirement Details | [Manage Course Titles](#) | Find/Add Members | Manage Current Members | Automation Rules

Find a Course

Course ID# Course Title (separate multiple terms with a semicolon)

Diversity

Selected titles that satisfy the requirement

All [**<< Remove Checked Courses**](#)

<input type="checkbox"/> DIVERSITY ALL-HANDS TRAINING Course ID: CPPD-GMT07-001 Delivery Method: WEB Host: No Link Provided Url:
<input type="checkbox"/> DIVERSITY AWARENESS TRNG Course ID: DMGT-2101 Delivery Method: CLS Host: No Link Provided Url:
<input type="checkbox"/> DIVERSITY: WHAT EMPLOYEES SHOULD KNOW Course ID: 47009 Delivery Method: WEB Host: No Link Provided Url:

8. Click the **Add** button next to a course name to add it to the list of courses that will satisfy this requirement.

Manage Course Titles - DIVERSITY ALL-HANDS TRAINING

Search Requirements Create New Requirement Edit Requirement

Requirement Details | [Manage Course Titles](#) | Find/Add Members | Manage Current Members | Automation Rules

Find a Course

Course ID# Course Title (separate multiple terms with a semicolon)

Diversity

Selected titles that satisfy the requirement

All [**<< Remove Checked Courses**](#)

<input type="checkbox"/> DIVERSITY ALL-HANDS TRAINING Course ID: CPPD-GMT07-001 Delivery Method: WEB Host: No Link Provided Url:
<input type="checkbox"/> DIVERSITY AWARENESS TRNG Course ID: DMGT-2101 Delivery Method: CLS Host: No Link Provided Url:
<input type="checkbox"/> DIVERSITY: WHAT EMPLOYEES SHOULD KNOW Course ID: 47009 Delivery Method: WEB Host: No Link Provided Url:

Add MANAGING DIVERSITY IN THE WORKPLACE
Course ID: DCDDS-88559
Delivery Method: APF
Hosted on TWMIS: No

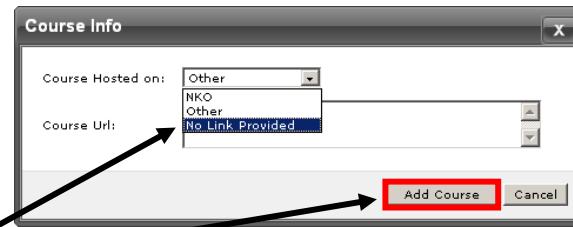
Add MANAGING DIVERSITY SIMULATION
Course ID: HR0020
Delivery Method: WEB
Hosted on TWMIS: No

Add Managing Workforce Diversity
Course ID: EEOP7001D

Editing Training Requirements

If TWMS does not host the selected course then you can select where it is hosted and also provide a web link, if known. For each member who views this requirement, the link will then be displayed for them to begin the course.

9. If you know where the course is hosted then choose that option and also provide the course URL. If you don't know where the course is hosted then select **No Link Provided**.



10. Click **Add Course**.

The new course satisfying this requirement is now listed here.

Course Title	Course ID	Delivery Method	Host	Url
DIVERSITY ALL-HANDS TRAINING	CPPD-GMT07-001	WEB	No Link Provided	
DIVERSITY AWARENESS TRNG	DMGT-2101	CLS	No Link Provided	
DIVERSITY: WHAT EMPLOYEES SHOULD KNOW	47009	WEB	No Link Provided	
MANAGING DIVERSITY IN THE WORKPLACE	DCPDS-88559	APF	No Link Provided	

11. Click **Manage Current Members** to view employees within your scope who have already been assigned to this requirement.

Editing Training Requirements

All employees in your scope who have already been assigned to this requirement will be displayed on the Manage Current Members form. There are currently seven employees assigned to this requirement.

12. Click **Find/Add Members** to assign other employees to this requirement.

Note: You can search for currently assigned members by entering their first name, last name, UIC, Org, Employee Type, etc. You can also scroll through the pages listing all the members or sort the members differently. Default sort is by last name.

Manage Current Members - DIVERSITY ALL-HANDS TRAINING

Search Requirements Create New Requirement Edit Requirement
Requirement Details | Manage Course Titles **Find/Add Members** Manage Current Members | Automation Rules

First Name	Last Name	UIC	Org	Type	Required	Sort
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	--ALL--	--All--	Last Name

<< Previous Page 1 of 1 Next >>

(8) records found.

Name	UIC	Assigned UIC	Org Code	Assigned Org	Type	Required	Reason	Complete	Email Reminder
BRUCE, JAMES	DEMO1	DEMO1	N41	N41	ACTIVE DUTY	Yes	n/a	No	<input type="button" value="Send"/>
EMELIANENKO, FEDOR	DEMO1	DEMO1	N4	N4	ACTIVE DUTY	Yes	n/a	No	<input type="button" value="Send"/>
GUEVARA, ERNESTO	DEMO1	DEMO1	N1	N1	ACTIVE DUTY	Yes	n/a	No	<input type="button" value="Send"/>
MERRIK, JOSEPH	DEMO1	DEMO1	N41	N41	CIVILIAN-APF	Yes	n/a	No	<input type="button" value="Send"/>
SOZE, KEYSER	DEMO1	DEMO1	N1	N12	ACTIVE DUTY	Yes	n/a	No	<input type="button" value="Send"/>
SWIFT, ROB	DEMO1	DEMO1	N12	N12	ACTIVE DUTY	Yes	n/a	No	<input type="button" value="Send"/>
SYRACUSE, ARCHIMEDES	DEMO1	DEMO1	N13	N13	CONTRACTOR	Yes	n/a	No	<input type="button" value="Send"/>

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Editing Training Requirements

In the Find/Add Members form you can search for employees within your scope of access. Results of your search will display only those employees that are not currently assigned to this training requirement.

Note: You can search for employees to assign to this requirement by entering any combination of their first name, last name, UIC, Org, Employee Type, etc. You can also sort the results of your search in different ways.

Default sort is by last name.

13. *Here we will search by UIC. Click Select to filter the UIC(s) to search upon.*

Find/Add Members - DIVERSITY ALL-HANDS TRAINING

Search Requirements | Create New Requirement | Edit Requirement
Requirement Details | Manage Course Titles | **Find/Add Members** | Manage Current Members | Automation Rules

1. Find members (results only show members in your scope who have no record for this requirement)

First Name	Last Name	UIC	Org	Emp Type	Sup Lvl
<input type="text"/>	<input type="text"/>	<input type="text"/> Official <input type="button" value="Filter by UICs"/> <input type="button" value="Select"/>	<input type="text"/> --View All-- <input type="button" value="Select"/>	<input type="text"/> --ALL-- <input type="button" value="Select"/>	
Series	Design	Rate	Bus	BSO	SMC
Sort By: Last Name <input type="button" value="Search"/>					

2. Set requirement options and add members

Required: Yes Add all members in search results >>

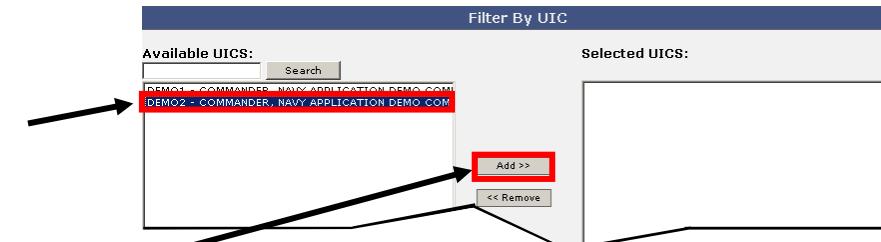
<< Previous Page 0 of 0 Next >>

Name	UIC	Assigned UIC	Org Code	Assigned Org	Type
------	-----	--------------	----------	--------------	------

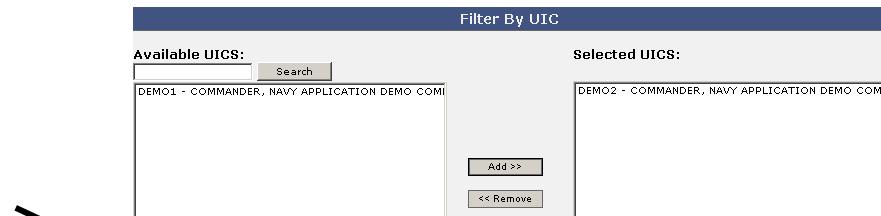
Editing Training Requirements

All available UIC(s) within your scope of access will be displayed.

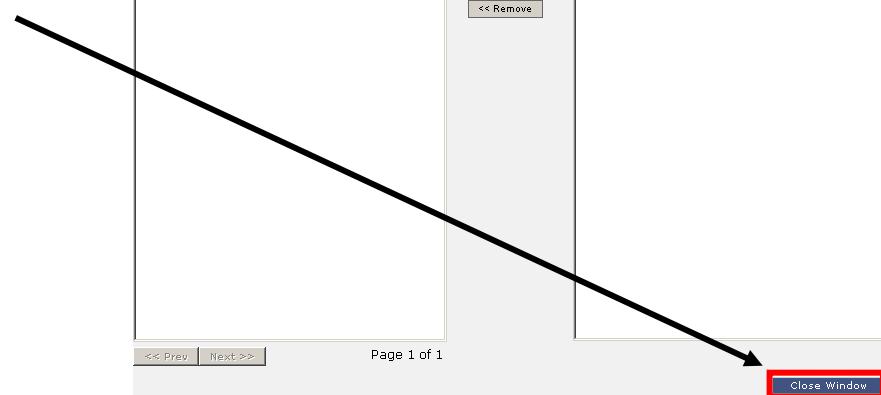
14. Search for the UIC you would like to filter in your employee search and then click its name to select it.



15. Click **Add** to move it to the list of selected UIC(s).



16. Repeat steps 14-15 to add other UIC(s).



17. Click the **Close Window** button.

Editing Training Requirements

18. Enter other search criteria as needed and then click the **Search** button.

Find/Add Members - DIVERSITY ALL-HANDS TRAINING

Search Requirements | Create New Requirement | Edit Requirement
Requirement Details | Manage Course Titles | Find/Add Members | Manage Current Members | Automation Rules

1. Find members (results will show members in your scope who have no record for this requirement)

First Name	Last Name	UIC	Org	Emp Type	Sup Lvl
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Official <input checked="" type="checkbox"/> Filter by UIC <input type="button" value="Select"/>	<input type="text"/> N6 <input type="checkbox"/> --View All-- <input type="button" value="Select"/>	<input type="checkbox"/> --ALL-- <input type="button" value="Select"/>	
Series	Desig	Rate	Bus	BSO	SMC
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sort By <input type="button" value="Last Name"/>					
<input type="button" value="Search"/>					

2. Set requirement options and add members

Required: Yes Reason not required: n/a Send Email Note to Member(s) Reply email: MICHAEL.C.WOLFE@N.

<< Previous Page 0 of 0 Next >> Add all members in search results >>

Name	UIC	Assigned UIC	Org Code	Assigned Org	Type
------	-----	--------------	----------	--------------	------

Editing Training Requirements

You can now set any requirement options for each member of your search results. For example, the default option is that this training is required, however, there could be circumstances where a requirement is assigned to a member but they are not required to fulfill it. Verify that the available options are correct before you add the members to this requirement.

Requirement options are set here.

19. You can add individual members by clicking on **Add** next to their name or if all members in the resulting search are required to take this training then click the **Add all members in search results** link.

20. If all members are selected
then click **OK**.

Find/Add Members - DIVERSITY ALL-HANDS TRAINING

Search Requirements | Create New Requirement | Edit Requirement

Requirement Details | Manage Course Titles | Find/Add Members | Manage Current Members | Automation Rules

1. Find members (results only show members in your scope who have no record for this requirement)

First Name	Last Name	UIC	Org	Emp Type	Sup Lvl
<input type="text"/>	<input type="text"/>	Official <input checked="" type="checkbox"/>	Filter by UICs <input type="button" value="Select"/>	N6	--View All-- <input type="button" value="Select"/>
Series	Design	Rate	Bus	BSO	SMC
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sort By <input type="button" value="Last Name"/> <input type="button" value="Search"/>					

2. Set requirement options and add members

Required: Yes Reason not required: n/a Reply email: MANAGER.DEMO@NAVFAC.GOV

<< Previous Page 1 of 1 Next >>

(3) records found.

Add	Name	UIC	Assigned UIC	Org Code	Assigned Org	Type
Add	CARR, MARINA	DEMO2	DEMO2	N63	N63	CONTRACTOR
Add	HUME, DAVID	DEMO2	DEMO2	N6	N64	ACTIVE DUTY
Add	JONES, DAVID	DEMO2	DEMO2	N6	N64	ACTIVE DUTY

Microsoft Internet Explorer

Create a training requirement record for all members in the result set?

OK Cancel

Editing Training Requirements

Returning to the Manage Current Members form now displays the three members that were just assigned to this training requirement in addition to the seven members already assigned.

All members are displayed here.

21. Click **Automation Rules** to define how the requirement will be managed as employees move into and out of the organization.

Manage Current Members - DIVERSITY ALL-HANDS TRAINING

Search Requirements Create New Requirement Edit Requirement

Requirement Details | Manage Course Titles | Find/Add Members | Manage Current Members | Automation Rules

First Name Last Name UIC Org Type Required Sent

Official --ALL-- --All-- Last Name Search

<< Previous Page 1 of 1 Next >>

(11) records found.

	Name	UIC	Assigned UIC	Org Code	Assigned Org	Type	Required	Reason	Complete	Email Reminder
Delete Edit	BRUCE, JAMES	DEMO1	DEMO1	N41	N1	ACTIVE DUTY	Yes	n/a	No	Send
Delete Edit	CARR, MARINA	DEMO2	DEMO2	N63	N63	CONTRACTOR	Yes	n/a	No	Send
Delete Edit	EMELIANENKO, FEDOR	DEMO1	DEMO1	N4	N4	ACTIVE DUTY	Yes	n/a	No	Send
Delete Edit	GUEVARA, ERNESTO	DEMO1	DEMO1	N1	N1	ACTIVE DUTY	Yes	n/a	No	Send
Delete Edit	HUME, DAVID	DEMO2	DEMO2	N6	N64	ACTIVE DUTY	Yes	n/a	No	Send
Delete Edit	JONES, DAVID	DEMO2	DEMO2	N6	N64	ACTIVE DUTY	Yes	n/a	No	Send
Delete Edit	MERRIK, JOSEPH	DEMO1	DEMO1	N41	N41	CIVILIAN-APF	Yes	n/a	No	Send
Delete Edit	SOZE, KEYSER	DEMO1	DEMO1	N1	N12	ACTIVE DUTY	Yes	n/a	No	Send
Delete Edit	SWIFT, ROB	DEMO1	DEMO1	N12	N12	ACTIVE DUTY	Yes	n/a	No	Send
Delete Edit	SYRACUSE, ARCHIMEDES	DEMO1	DEMO1	N13	N13	CONTRACTOR	Yes	n/a	No	Send

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Editing Training Requirements

For each requirement, automation rules can be defined that will add or delete the training requirement as members meet or no longer meet the criteria of the defined rules.

A new rule will be defined that will add this training requirement if employees match the UICs, DEMO1 and DEMO2. If an employee moves into or out of these UICs then this training requirement will be added or deleted respectively. Since UIC is the default filter on this form, enter the name of the UIC, DEMO1.

23. Click **Add Filter**.
24. Repeat steps 22-23 for DEMO2.
25. Select **Requirement Details** to turn on these rules.
The new rules will be listed here. →

Automation Rules - DIVERSITY ALL-HANDS TRAINING

Search Requirements | Create New Requirement | Edit Requirement
Requirement Details | Manage Course Titles | Find/Add Members | Manage Current Members | Automation Rules

Add New:
UIC Is equal to **DEMO1** Add Filter

Current Rules:

Filter Type	Include/Exclude	Value	Action
EMPTYTYPE	Is equal to	CA	Delete
ORG	Is equal to	N6	Delete

Page 1 of 1 (2 items)

Automation Rules - DIVERSITY ALL-HANDS TRAINING

Search Requirements | Create New Requirement | Edit Requirement
Requirement Details | Manage Course Titles | Find/Add Members | Manage Current Members | Automation Rules

Add New:
UIC Is equal to **DEMO1** Add Filter

Current Rules:

Filter Type	Include/Exclude	Value	Action
EMPTYTYPE	Is equal to	CA	Delete
ORG	Is equal to	N6	Delete
UIC	Is equal to	DEMO1	Delete
UIC	Is equal to	DEMO2	Delete

Page 1 of 1 (4 items)

Editing Training Requirements

After creating the automation rules for this requirement then they must be activated to take effect.

26. Select the **Enable auto create** checkbox to add members who, on a nightly basis, now satisfy the automation rules.
27. Select the **Enable auto remove** checkbox to remove members who, on a nightly basis, now don't satisfy the automation rules.
28. Click **Update Requirement**.

Edit Requirement - DIVERSITY ALL-HANDS TRAINING

Search Requirements | Create New Requirement | Edit Requirement
Requirement Details | Manage Course Titles | Find/Add Members | Manage Current Members | Automation Rules

Requirement # 26
Requirement Name DIVERSITY ALL-HANDS TRAINING
Description
Completion Date Type Custom Date Range
Start Date 10/01/2009
End Date 09/30/2010
Which other training personnel can see this requirement?
BSO Wide Select BSO NV99 Select Clear
Status Active
Automation Rules Settings -
 Enable auto create ?
 Enable auto remove ?
Created By: MANAGER, DEMO
MANAGER DEMO
Update Requirement | Copy Requirement | Delete Requirement

Auto Create
If enabled, a nightly process will evaluate the automation rules defined for this requirement and automatically add members who do not have the requirement but should based on the automation rules.

Auto Delete
If enabled, a nightly process will evaluate the automation rules defined for this requirement and automatically remove members who have the requirement but should not based on the automation rules.

Viewing Training Requirements

Information about an employee's required training can be managed and viewed in the employee's training form.

To view required training for an employee*:

- Once an employee has been selected, click the **Training/Educ/Cert & Skills** button to display the Completed Training form shown here.

Note: The default view of the Training form shows the training courses this employee has completed within the last two years.

- Click **Training Requirements** to display the required courses for

**You must have the appropriate access level to view the training information for an employee.*

The screenshot shows the TWMS interface with the following details:

- Header:** Total Workforce Management Services (TWMS), Workforce Manager 2.0 // Login: MANAGER.DEMO Access Level: MANAGER
- Notice:** ** FOR OFFICIAL USE ONLY - PRIVACY ACT SENSITIVE **
** Any misuse or unauthorized disclosure of this information may result in both civil and criminal penalties **
- Navigation:** Home, Login/Logout, General Information, Assignment/Position Info, IA/Deployment/TAD Info, OPNAV 5239/SAAR-N Form, IA Prescreening, **Training/Educ/Cert & Skills** (highlighted with a red box), Awards/Quals Info, Personal/Recall Information, Security Clearance Info, IA Workforce Info, Assigned Assets, Uploaded Documents.
- Employee Information:** NAME: BRUCE, JAMES AC2, OFFICIAL RECORD UIC/ORG: DEMO1 / N41, ASSIGNED-MUSTER UIC/ORG: DEMO1 / N41, EMPLOYEE TYPE: ACTIVE DUTY.
- Military Information:** TITLE: E-5, PAY GRADE: E-5, MILITARY TYPE: ENLISTED.
- Navigation Bar:** TRAINING ▾ CERTIFICATIONS AGREEMENTS EDUCATION LANGUAGES SKILLS
Completed Training • Training Archive • **Training Requirements** (highlighted with a red box) • Projected Training
- Buttons:** Add a Training Record, Print/Export Training History: Excel PDF
- Text:** Completed Training for the past 2 years.
For training older than 2 years, click on Training Archive
- Table:** TRAINING (empty table)
- Sort Options:** Sort: Date Completed Desc Sort

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Viewing Training Requirements

All requirements for this employee will be listed. Additional details of each of the required courses can be viewed here.

3. Click **Detail** to view other information about a training requirement.

Note: The "Diversity All-Hands Training" requirement is the requirement that was previously added for this employee.

4. Details of this requirement will be displayed in this new window including the list of courses that will satisfy the requirement. Click **Close Window** when you are finished.

NAME	OFFICIAL RECORD UIC/ORG	ASSIGNED-MUSTER UIC/ORG	EMPLOYEE TYPE		
BRUCE, JAMES AC2	DEMO1 / N41	DEMO1 / N41	ACTIVE DUTY		
TITLE	PAY GRADE	MILITARY TYPE			
E-5		ENLISTED			
TRAINING	CERTIFICATIONS	AGREEMENTS	EDUCATION	LANGUAGES	SKILLS
Completed Training • Training Archive • Training Requirements • Projected Training					

REQUIREMENTS							
	REQUIREMENT	START	END	REQUIRED	REASON NOT REQUIRED	COMPLETED	DATE COMPLETED
Detail	DIVERSITY ALL-HANDS TRAINING	10/1/2009	9/30/2010	Yes	n/a	No	--
Detail	ANNUAL DOD PRIVACY (PII) TRAINING	1/1/2009	12/31/2009	Yes	n/a	No	--
Detail	Constitution Training	9/1/2009	9/18/2009	Yes	n/a	No	--
Detail	Training of TWMS' "Requirements Training"	11/1/2009	10/31/2010	Yes	n/a	No	--

[Manage Required Courses](#)

Close Window X

REQUIREMENT DETAILS	
Requirement Name	DIVERSITY ALL-HANDS TRAINING
Requirement Description	
Start Date	10/1/2009
End Date	9/30/2010

COURSES WHICH SATISFY THE REQUIREMENT	
COURSE ID	COURSE TITLE
CPPD-GMT07-001	DIVERSITY ALL-HANDS TRAINING
47009	DIVERSITY: WHAT EMPLOYEES SHOULD KNOW
DMGT-2101	DIVERSITY AWARENESS TRNG
DCPDS-88559	MANAGING DIVERSITY IN THE WORKPLACE

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Managing Training Requirements

If you have the appropriate permissions, you can also manage a required course by deleting it or changing the status of the requirement for the employee.

To manage a training requirement for an employee*:

1. From the Training Requirements form of the employee's training record, click **Manage Required Courses**.

2. Here you can add a new training requirement, remove a requirement, or edit the information about the status of a requirement. Click the **Edit** link corresponding to the training requirement.

*You must have the appropriate access level to view the training information for an employee.

NAME	OFFICIAL RECORD UIC/ORG	ASSIGNED-MUSTER UIC/ORG	EMPLOYEE TYPE
BRUCE, JAMES AC2	DEMO1 / N41	DEMO1 / N41	ACTIVE DUTY
TITLE	PAY GRADE	MILITARY TYPE	
E-5	ENLISTED		
TRAINING ▾ CERTIFICATIONS AGREEMENTS EDUCATION LANGUAGES SKILLS			
Completed Training • Training Archive • Training Requirements • Projected Training			

REQUIREMENTS							
	REQUIREMENT	START	END	REQUIRED	REASON NOT REQUIRED	COMPLETED	DATE COMPLETED
Detail	DIVERSITY ALL-HANDS TRAINING	10/1/2009	9/30/2010	Yes	n/a	No	--
Detail	ANNUAL DOD PRIVACY (PII) TRAINING	1/1/2009	12/31/2009	Yes	n/a	No	--
Detail	Constitution Training	9/1/2009	9/18/2009	Yes	n/a	No	--
Detail	Training of TWMS' "Requirements Training"	11/1/2009	10/31/2010	Yes	n/a	No	--

[Manage Required Courses](#)

Close Window X

Requirement	Required	Reason Not Required	
<input type="text"/>	<input type="button" value="Select"/>	<input type="button" value="Yes"/>	<input type="button" value="n/a"/>
<input type="button" value="Add Record"/>			

DIVERSITY ALL-HANDS TRAINING	Yes	n/a	Remove	Edit
ANNUAL DOD PRIVACY (PII) TRAINING	Yes	n/a	Remove	Edit
Constitution Training	Yes	n/a	Remove	Edit
Training of TWMS' "Requirements Training"	Yes	n/a	Remove	Edit

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Managing Training Requirements

Here you can add or remove the training requirement. You can also change the status of the training requirement and also provide a reason for the change of status.

3. Click the left drop down arrow and choose **No**. This indicates that this requirement is not required for this employee.

Note: The Diversity All-Hands Training requirement is the requirement that was previously added for this employee.

4. Click the right drop down arrow and select the appropriate reason for the change of status for this employee.

Requirement	Required	Reason Not Required	Action
DIVERSITY ALL-HANDS TRAINING	Yes	n/a	Remove Save Cancel
ANNUAL DOD PRIVACY (PII) TRAINING	No	n/a	Remove Edit
Constitution Training	Yes	n/a	Remove Edit
Training of TWMS' "Requirements Training"	Yes	n/a	Remove Edit

Requirement	Required	Reason Not Required	Action
DIVERSITY ALL-HANDS TRAINING	No	n/a	Remove Save Cancel
ANNUAL DOD PRIVACY (PII) TRAINING	Yes	Access Revoked/Training noncompliant Not a Supervisor No access to Classified Information No Access to Navy IT Medical Leave Defrocked TAD Deployed Terminal Leave Detached/Departing Command within 30 days No Access to Privacy Act/PII	Remove Edit Remove Edit Remove Edit Remove Edit Remove Edit Remove Edit Remove Edit Remove Edit Remove Edit Remove Edit
Constitution Training	Yes		
Training of TWMS' "Requirements Training"	Yes		

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Managing Training Requirements

Changing the requirement status here for an employee is identical to being able to change it for the member while creating or editing the training requirement.

5. Click **Save** to accept these changes or **Cancel** to disregard them.

Requirement	Required	Reason Not Required	Action
DIVERSITY ALL-HANDS TRAINING	No	Detached/Departing Command within 30 days	Remove Save Cancel
ANNUAL DOD PRIVACY (PII) TRAINING	Yes	n/a	Remove Edit
Constitution Training	Yes	n/a	Remove Edit
Training of TWMS' "Requirements Training"	Yes	n/a	Remove Edit

NAME	OFFICIAL RECORD UIC/ORG	ASSIGNED-MUSTER UIC/ORG	EMPLOYEE TYPE
BRUCE, JAMES AC2	DEMO1 / N41	DEMO1 / N41	ACTIVE DUTY
TITLE	PAY GRADE	MILITARY TYPE	
	E-5	ENLISTED	

[TRAINING](#) ▾ [CERTIFICATIONS](#) [AGREEMENTS](#) [EDUCATION](#) [LANGUAGES](#) [SKILLS](#)
[Completed Training](#) • [Training Archive](#) • [Training Requirements](#) • [Projected Training](#)

REQUIREMENTS							
	REQUIREMENT	START	END	REQUIRED	REASON NOT REQUIRED	COMPLETED	DATE COMPLETED
Detail	DIVERSITY ALL-HANDS TRAINING	10/1/2009	9/30/2010	No	Detached/Departing Command within 30 days	No	--
Detail	ANNUAL DOD PRIVACY (PII) TRAINING	1/1/2009	12/31/2009	Yes	n/a	No	--
Detail	Constitution Training	9/1/2009	9/18/2009	Yes	n/a	No	--
Detail	Training of TWMS' "Requirements Training"	11/1/2009	10/31/2010	Yes	n/a	No	--

[Manage Required Courses](#)

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Managing Training Requirements

Returning to the Manage Current Members form of this training requirement also shows for this employee that the training is not required. Changing the requirement status can also be processed here.

The status of the requirement and the reason is displayed here.



Manage Current Members - DIVERSITY ALL-HANDS TRAINING										
Search Requirements		Create New Requirement		Edit Requirement						
Requirement Details		Manage Course Titles		Find/Add Members		Manage Current Members		Automation Rules		
First Name	Last Name	UIC	Org	Type	Required	Sort				
		Official	--ALL--	--ALL--	Last Name					Search
<< Previous	Page 1 of 1	Next >>								
(11) records found.										
reply email:	MANAGER.DEMO@NA	Email all not completed	Delete All							
Name	UIC	Assigned UIC	Org Code	Assigned Org	Type	Required	Reason	Complete	Email Reminder	
BRUCE, JAMES	DEMO1	DEMO1	N41	N41	ACTIVE DUTY	No	Detached/Departing Command within 30 days	No	Send	
CARR, MARINA	DEMO2	DEMO2	N63	N63	CONTRACTOR	Yes	n/a	No	Send	
EMELIANENKO, FEDOR	DEMO1	DEMO1	N4	N4	ACTIVE DUTY	Yes	n/a	No	Send	
GUEVARA, ERNESTO	DEMO1	DEMO1	N1	N1	ACTIVE DUTY	Yes	n/a	No	Send	
HUME, DAVID	DEMO2	DEMO2	N6	N64	ACTIVE DUTY	Yes	n/a	No	Send	
JONES, DAVID	DEMO2	DEMO2	N6	N64	ACTIVE DUTY	Yes	n/a	No	Send	
MERRIK, JOSEPH	DEMO1	DEMO1	N41	N41	CIVILIAN-APP	Yes	n/a	No	Send	
MOHAMMAD, ZAHIRUDDIN	DEMO1	DEMO1	N6	N6	CIVILIAN-APP	Yes	n/a	No	Send	
SOZE, KEYSER	DEMO1	DEMO1	N1	N12	ACTIVE DUTY	Yes	n/a	No	Send	
SWIFT, ROB	DEMO1	DEMO1	N12	N12	ACTIVE DUTY	Yes	n/a	No	Send	
SYRACUSE, ARCHIMEDES	DEMO1	DEMO1	N13	N13	CONTRACTOR	Yes	n/a	No	Send	

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